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Message Text

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60
ORIGIN TRSE-00

INFO OCT-01 EA-11 ADP-00 STR-08 OIC-04 SS-15 EB-11 SSO-00

OPR-02 SY-10 CPR-02 PRS-01 USIE-00 RSC-01 /066 R

DRAFTED BY TREAS:OS:MPHENNESEY:VAG
8/31/73 EXT 2880
APPROVED BY TREAS:OS:RBROOKS
TREAS:OS:RRFREDLUND
STR:JMCNAMARA
STATE:OIC:WOCHOS
STATE:SS:BRAZEAL
---------- 113302
O 312304Z AUG 73
FM SECSTATE WASHDC
TO AMEMBASSY TOKYO IMMEDIATE
INFO USSS
USAF SAM
USSS HONOLULU

C O N F I D E N T I A L STATE 174672

E.O. 11652
TAGS:OVIP
SUBJECT: U.S. DELEGATION TO GATT MINISTERIAL -
ADMINISTRATIVE ARRANGEMENTS

1. THERE FOLLOWS THE TENTATIVE ARRIVAL SCHEDULE OF U.S. DELEGATION TO GATT:

DEP ANDREWS 9/7 1700
ARR SAN FRANCISCO 9/7 1925
DEP SAN FRANCISCO 9/8 0030
ARR ELMENDORF 9/8 0320
DEP ELMENDORF 9/8 0450
ARR TOKYO 9/9 0610

MISSION NO.: 1064 TAIL 971
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ALL TIMES LOCAL. EMBASSY TO BE INFORMED SEPTEL ANY CHANGE IN FLIGHT ITINERARY. REQUEST EMBASSY ASSIGN CONTROL OFFICER FOR VISIT.

2. CUSTOMS, HEALTH AND IMMIGRATION:
PASSPORT NUMBERS, PLACE AND DATE OF BIRTH PROVIDED SEPTEL. PARTY HAS ALL NECESSARY SHOTS AND VISAS. ASSIGN EMBOFF TO RECEIVE PASSPORTS FROM MR. MATT HENNESEY AND HANDLE ENTRY/EXIT FORMALITIES.

3. GROUND TRANSPORTATION:
PLEASE PROVIDE NINE (9) MEDIUM OR LIGHT SEDANS AND ONE (1) HEAVY SEDAN WITH ENGLISH SPEAKING DRIVERS WHO ARE FAMILIAR WITH THE CITY AND ITS ENVIRONS. INDIVIDUALLY ASSIGNED VEHICLES WILL BE KEPT TO A MINIMUM. A BUS MAY BE USED IN TRANSPORTING STAFF TO AND FROM THE AIRPORT. TRANSPORTATION FOR THE AIR CREW IS RESPONSIBILITY OF DAO. RECOMMEND MOTOR POOL DISPATCH SERVICE FROM VISITOR'S CONTROL ROOM BETWEEN HOURS 0730-2100.
(A) VIP LUGGAGE:
CARRY-ALL WITH HANG-UP BAR SHOULD PROCEED TO STARBOARD NOSE AS AIRCRAFT STOPS IN ARRIVAL POSITION. MR. HENNESEY WILL SUPERVISE UNLOADING.
(B) OTHER LUGGAGE:
A TWO AND ONE-HALF TON TRUCK WITH HANG-UP BAR AND FOUR LUGGAGE HANDLERS SHOULD PROCEED TO REAR STARBOARD DOOR AND AWAIT UNLOADING INSTRUCTIONS FROM MR. HENNESEY. A STATION WAGON SHOULD BE PROVIDED FOR CLASSIFIED MATERIAL. IT IS TO BE ESCORTED BY A MARINE SECURITY GUARD. WHEN LOADED, A MEMBER OF THE PARTY WILL ACCOMPANY VEHICLES TO HOTEL.
4. HOTEL ACCOMMODATIONS:
THE PARTY HAS RESERVATIONS AT THE OKURA HOTEL.
REQUEST PREREGISTRATION OF PARTY. DETAILED ACCOMMODATION INSTRUCTIONS SUBJECT SEPTEL.
(A) VISITORS CONTROL ROOM, ADMIN-CONTROL/SECRETARIAT:
BEDROOM FURNITURE SHOULD BE REMOVED AND THE ROOMS SET UP AS FOLLOWS:
1) VISITORS CONTROL ROOM: (ONE DOUBLE)
A. TABLE FOR EMBASSY OFFICER
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B. TABLE FOR ACCOMMODATION EXCHANGE AND SUNDRIES SALES
C. TABLE FOR INFORMATION SHEETS, MAPS OR BOOKLETS ON:
LAUNDRY, DRYCLEANING SERVICES
RESTAURANTS
PLACES OF INTEREST (MUSEUMS, ART GALLERIES, ETC.)

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DOLLAR/LOCAL CURRENCY CONVERSION TABLES
MEDICAL FACILITIES
HEALTH PRECAUTIONS
MOTOR POOL INFORMATION (SAME INFO SHEET AS PLACED IN ROOMS)
PLACES OF ENTERTAINMENT
ROOM ASSIGNMENT LIST

D. TYPING STAND AND ONE ELECTRIC TYPEWRITER
E. BEVERAGE, CIGARETTES AND SUNDRY ITEMS SHOULD BE AVAILABLE FOR SALE

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F. FOREIGN SERVICE LOCAL EMPLOYEES MAY BE USED IN OPERATION OF THIS ROOM. MSG CONTROL THIS ROOM IS NOT REQUIRED. CLASSIFIED MATERIAL IS NOT TO BE STORED IN THIS ROOM.

2) CONTROL ROOM (TWO (2) ADJOINING DOUBLES)
A. TWO TABLES FOR USE BY STAFF ACCOMPANYING THE PARTY
B. FOUR TYPING STANDS, FOUR ELECTRIC TYPEWRITERS
C. OFFICE SUPPLIES
D. COPYING MACHINE (PREFERABLY XEROX 360)
E. TWO, FOUR DRAWER BAR LOCK CABINETS
F. THERE WILL BE OPEN STORAGE CLASSIFIED MATERIAL IN THIS ROOM. REQUEST ACCESS BE CONTROLLED BY EMBASSY OFFICER DURING WORKING DAY AND MSG DURING NIGHT HOURS (1900-0730).
G. DIRECT LINE TO EMBASSY

3) CONFERENCE ROOM ON AS NEEDED BASIS BY EMBASSY.
4) HOTEL ACCOMMODATIONS AND TRANSPORTATION FOR AIR CREW ARE RESPONSIBILITY OF DAO.
5) SECRET SERVICE CONTROL ROOM NEAR SHULTZ SUITE.

5. GIFTS:
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SPECIAL NOTE: BECAUSE THIS IS STRICTLY SHORT WORKING VISIT, IT IS ASSUMED THERE WILL BE NO GIFTS EXCHANGED. IF GIFT EXCHANGES ARE SUGGESTED, PLEASE INSURE THAT ANY EXCHANGE BE ARRANGED BY PROTOCOL OFFICERS. PLEASE DESIGNATE INDIVIDUAL TO PREPARE APPROPRIATE THANK YOU LETTERS FOR HOST GOVERNMENT OR OTHER OFFICIALS IN DRAFT AND SUBMIT THEM TO MR. MCNAMARA AS EARLY AS POSSIBLE AFTER ARRIVAL. STATIONERY WILL BE AVAILABLE.

6. FUNDING:
MR. HENNESEY, TREASURY ADMINISTRATIVE OFFICER, IS AUTHORIZED TO MAKE ADMINISTRATIVE ARRANGEMENTS FOR THE SECRETARY OF THE TREASURY AND HIS PARTY. TREASURY WILL FUND THREE CARS AND VISITORS CONTROL ROOM AND MEETING ROOM. OIC WILL FUND TWO CARS AND SEC CONTROL ROOM. BUS COSTS TO BE

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DIVIDED BETWEEN OIC AND TREASURY.

7. MISCELLANEOUS:
(A) REQUEST POSTS PROVIDE PHOTOGRAPHIC COVERAGE OF VISIT. REQUEST USIS PROVIDE THIS SERVICE. PLEASE FORWARD NEGATIVES AND TWO COPIES EACH PRINT TO MR. JOSEPH LOFTUS, ROOM 2324, TREASURY.
(B) NEWS SUMMARY: REQUEST THIRTY COPIES OF USIS NEWS SUMMARY ON MORNINGS PARTY ARE IN YOUR COUNTRY. THE SUMMARIES SHOULD BE PROVIDED AT THE HOTEL BY 0700 EACH DAY AND SHOULD COVER GENERAL ITEMS OF INTEREST.
(C) NEWSPAPERS: THIRTY COPIES OF LOCAL ENGLISH LANGUAGE NEWSPAPERS EACH MORNING.

(D) TRANSFORMERS: IF NEEDED, PLEASE PROVIDE TWELVE TRANS-FORMERS IN THE VISITORS CONTROL ROOM FOR THE PARTY. CAPACITY OF TRANSFORMERS SHOULD BE SUFFICIENT FOR SHAVERS, HAIR DRYERS, ETC. ROGERS

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